

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(REGULATION)

HOLD HARMLESS  
AGREEMENT

Organizations using District facilities agree to hold harmless and indemnify the District from any and all claims, demands, suits, or any other form of liability including, but not limited to, any type of bodily injury, personal injury, and/or damages to personal property that may arise out of the use of District facilities. The group or organization is responsible for all damages to District property and agree to reimburse Socorro ISD for any/all repairs.

GENERAL RULES  
AND REGULATIONS

Subject to, and in accordance with GKD(LOCAL), the following general rules and regulations are established governing the use of District Facilities.

1. District facilities normally available for rent include auditoriums, classrooms, cafeterias, gymnasiums, stadiums, field houses, baseball/softball fields, tracks, and swimming pools.
2. No activity will be allowed on District facilities which involve the serving/sales/consumption/use of any type of alcohol or tobacco product.
3. A Use of School Facilities Rental Contract is required for non-school and support organizations requesting the use of district facilities. The rental request must be submitted to the campus at least 30 workdays prior to the requested date of use, except in the case of an emergency or catastrophe.
4. A lease agreement will be used for the Student Activities Complex and the Aquatic Center.
5. Use of School Facilities Rental Contracts shall be renewed yearly.
6. Except as otherwise required by Board policy or state law, permission to rent a District facility will be issued by the Board of Trustees, is nontransferable and is contingent upon the approval of the school principal or facility supervisor.
7. The Department of Administrative Services is responsible for calculating the rental fee and processing the Use of School Facilities Rental Contract to be executed by the organization requesting to use a District facility.
8. An organization renting District facility shall guarantee orderly behavior of any and all persons using the facility and will be liable for any property damage due to their use of the facility and for any personal injury to any participant or spectator.

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9. All advertising, except that incidental to programs, and sale of merchandise, printed matter, and other materials is prohibited on District property, without the prior consent of the District. No advertisement of alcoholic beverages or tobacco products will be permitted.
10. With the exception of the school cafeteria, no food may be sold or consumed in District facilities, without the prior consent of the District.
11. The rental fee does not include use of specific District equipment or the services of equipment operators. Arrangement for use of any equipment must be approved in advance by the District. Operators of special equipment will be appointed by the District, and the cost charged to the user.
12. No equipment may be moved from the facility in which it is located.
13. The need for security will be at the sole discretion of the District, the cost to be charged to the user. (See SECURITY)
14. The District will not be held liable for any accident, injury, or illness resulting from the rental and use of its facilities.
15. Activities must be confined to the facility or portion thereof being rented.
16. District facilities may not be used in a manner inconsistent with their intended purpose.
17. District facilities may not be used beyond their established capacity.
18. School activities will take precedence over any reservations. In the event that a school activity conflicts with an approved rental request, the school activity will prevail.
19. Assigned District personnel will be in charge of District facilities while in use by non-school and school-support organizations.
20. Only rubber-soled or soft-soled shoes may be worn on the gymnasium floor.
21. The District, at its sole discretion, may require the use of a protective gymnasium floor covering, the cost to be charged to the user.

GYMNASIUMS

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CAFETERIAS

22. The cafeteria rental rate will not include the use of the kitchen. Use of the kitchen or kitchen equipment is subject to approval of the Child Nutrition Services Department.
23. The cafeteria manager designee will be in charge when kitchen facilities and equipment are in use, and must be in the kitchen at all times.

RENTAL RATES

24. The base rental rate does not include charges for custodians, security personnel, the use of special equipment, or equipment operators. The cost will be charged to the user.
25. The District, at its sole discretion, may require additional personnel to staff a specific activity, the cost to be charged to the user.
26. Organizations will be charged the entire time period a District facility is in use, including set-up time before an activity and clean-up time after an activity concludes.

FREE USE OF  
SCHOOL FACILITIES  
SCHOOL-SUPPORT  
ORGANIZATIONS

27. School-support organizations are defined as parent-teacher associations, booster clubs, parent clubs, and youth organizations.
28. School-support organizations may have free use of school facilities on school and non-school days when the proposed event/activity is free to and of a benefit to the District, student, or staff.
29. Fund-raising activities/events by school support organizations can be held for free on school and non-school days when the District, students, or staff are the beneficiaries or the funds raised.
30. School days are defined as days when the school is open for student classes. School days could apply to Saturday and summer school classes.
31. Non-school days are days when student classes are not held, regardless of whether staff is present. Typically non-school days are weekends, holidays, District vacation periods, and summer break.
32. School-support organizations must compensate District staff for any time worked beyond the staff's normal working hours.

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FREE USE OF  
SCHOOL FACILITIES  
NON-SCHOOL  
SUPPORT  
ORGANIZATIONS

- 33. The free use of a school facility is subject to availability and compliance with the provisions of GKD(LOCAL) and this regulation.
- 34. Non-school organizations may not have free use of a school facility when individuals are charged a fee to attend or participate in an activity, or for any revenue generation activity.
- 35. Non-school organizations may use school facilities for athletic activities at no charge when the proposed activity is for practice and not a formal event with prior approval of the District.
- 36. Candidate Forums as per GKA(LOCAL)

FEE  
ARRANGEMENTS

Fees for facility use shall be paid in full ten (10) days in advance. All fees and charges will be billed, collected, receipted and deposited in the General Fund for facilities up-keep.

GUARANTEE OF  
PAYMENT

The Use of School Facilities Rental Contract includes a personal guarantee clause for guarantee of payment. The guarantor shall be required to sign the acknowledgement accepting responsibility for full payment.

FEE SCHEDULE

Classroom	\$15.00 per hour/per room
Elementary/Middle School Gymnasium/Cafeteria	\$20.00 per hour
Campus Track/Field	\$200.00 flat rate/per event
High School Gymnasiums	\$35.00 per hour
Crew Fee (Equipment Operator)	\$25.00 per hour
*Security	\$35.00 per hour
*Custodian	\$25.00 per hour
	*Two Hour Minimum
Student Activities Complex/ Aquatic Center Pools	Direct costs as listed on GKD (EXHIBIT 2) Lease for Student Activities Complex and/or Aquatic Center

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		\$300.00/hr Outdoor pool
		\$200.00/hr Multi-purpose pool
		\$500.00/hr Multi-purpose & Outdoor pool
	Aquatic Center Exclusive Use	\$300.00 \$2.50 per person
	Party Reservations Field Trips Non-profit groups	
RENTAL CONTRACT: MODIFICATION	No modification will be allowed once Use of School Facilities Rental Contract is approved.	
CANCELLATION FEE	72 hour notice required.  Cancellation requests received after 72 hours will be assessed a 20% cancellation fee to be reduced from any reimbursement.  *10% of the collected fee will be reimbursed to the campus for custodial supplies	
SECURITY	All events will utilize campus or district security. One officer is to be present 1/2 hour before the event begins and will remain until 1/2 hour after the event ends. For events where 100 or more spectators and/or participants are anticipated the need for additional security will be at the sole discretion of the District, the cost to be charged to the user.	
CUSTODIAN	A member of the campus custodial staff must be present for each event if one is not scheduled at the facility during the time of use. Additional custodial personnel can be assigned to the event if the principal feels a single person cannot complete duties or return facility to school use in a timely manner.	
SAC/AQUATIC CENTER	No activity will be allowed at the Student Activities Complex (SAC) or Aquatic Center which involves the serving/sales/consumption/use of any type of alcohol or tobacco product.	
HIGH SCHOOL THEATERS	All events scheduled in the High School Theaters and Fine Arts Classrooms must be requested and submitted on a Use of School Facility Rental Contract and approved by the Performing Arts Center Committee and Assistant Superintendent of Administrative Services before it is sent to the Board of Trustees for final approval. This committee is comprised of: <ul style="list-style-type: none"><li>• The District Fine Arts Director or designee;</li><li>• High School Administrator; and</li><li>• Theater Director for the high school campus.</li></ul>	

Interested individuals may attend the meetings, which are held once a month during the school year. The campus scheduling committee will determine if the requested crew is adequate for each event and decide if any additional adult supervision will be necessary and will determine fees according to the following schedule.

Theaters - Twelve hour day.

- For the Socorro High School Performing Arts Center a commercial fee of \$650.00 or 10% of the receipts including admission and concession sales, whichever is greater will be charged. Time requested or used over this amount will be assessed an additional fee of one hundred dollars per hour.
- Community groups charging admission will pay a fee of \$325.00 or 10% of the receipts including admission and concession sales, whichever is greater.
- School sponsored groups such as flags, dance teams, or student council may use the facility without a use fee being assessed.
- All events will be charged custodial, security and technical crew expenses for each event.
- For a Band Recital hall a commercial fee of \$200.00 will be charged. Time requested or used over this amount will be assessed an additional fee of thirty dollars per hour.
- For all other district theaters a commercial fee of \$400.00 or 10% of the receipts including admission and concession sales, whichever is greater will be charged. Time requested or used over this amount will be assessed an additional fee of one hundred dollars per hour. Community groups charging admission will pay a fee of \$200.00 or 10% of the receipts including admission and concession sales, whichever is greater.

All events will utilize campus or district security. One officer is to be present 1/2 hour before the event begins and will remain until 1/2 hour after the event ends. For groups that anticipate more than 450 for the Socorro Performing Arts Center, large groups or crowds that maybe hard to handle additional security will be required. The use of additional officers will be determined and assigned by campus or district administration's discretion.

A member of the campus custodial staff must be present for each event if one is not scheduled at the facility during the time of use. Additional custodial personnel can be assigned to the event if the

committee feels a single person cannot complete duties or return facility to school use in a timely manner.

Events using facility sound and lighting will be required to use a minimum of two district student technicians (Event Tech) to assist in setup and operation of equipment. An adult district employee will also be used to; supervise the use of building, supervise and assist the Event Techs in set-up and operation. The user may request or the PAC committee may require more event techs for larger events.

Limited audio, stage equipment, lighting and follow spots are available to the user. They must be requested on the facilities use form and approved by the PAC committee. Any expense incurred to transport, set-up, operate or strike will be charged to the user.

CREW FEE  
SCHEDULE

CREW FEE SCHEDULE:

- Adult district employee                      \$25.00 per hour  
(supervise and assist in operation)
  
- Student technician                              Minimum Wage  
(setup and operate equipment, serve as ushers, stage  
manager or general stage hands)

PROCESS

Steps to follow when a non-school or school-support organization requests to use a school facility and are required to pay a fee:

1. Organization requesting use:
  - a. Complete a Use of School Facilities Rental Contract and/or Lease for Student Activities Complex and/or Aquatic Center;
  - b. Attach certificate of insurance as applicable;
  - c. Request principal or SAC designee approval.
  - d. Submit completed form to the Administrative Services Department at the District Service Center (DSC).
2. Administrative Services Department:
  - a. For Use of School Facilities Rental Contract: Administrative Specialist assess fees;
  - b. For Lease for Student Activities Complex and/or Aquatic Center: Authorized Department Personnel assess fees;
  - c. Designate due date for payment of fees (at least 10(ten) days before the event:
  - d. Submit for approval to the Assistant Superintendent for Administrative Services
  - e. Submit completed form for Board approval.
3. Board of Trustees approves request at a regular scheduled board meeting;
4. Administrative Services Department:
  - a. Notify organization of approval;

- b. Provide invoice (*board approved copy of Use of School Facilities Contract to include applicable fees and payment due date*) to the organization;
      - c. Provide invoice to Financial Services
5. Organization submits payment to Financial Services at the DSC by the due date;
6. Financial Services:
  - a. Receive payment from organization as per invoice and provide a receipt to the organization;
  - b. Process payment into General Fund;
  - c. E-mail the Department of Administrative Services to confirm receipt of payment;
  - d. Maintain a record of payments received.
7. Administrative Services Department:
  - a. Notify campus of approval-forward board approved contract via e-mail and highlight specific requirements (ie, custodian, security, etc);
  - b. Provide Police Services a schedule of approved events and highlight security requests;
  - c. Maintain master file.
8. Safety & Security:
  - a. Utilizes schedule of approved events to ensure appropriate access to District property.

Approved:  
Jose Espinoza, Ed. D., Superintendent  
September 5, 2018

Board Committee Review:  
September 10, 2018